



PROPOSED

POSITION DUTY STATEMENT

NAME	MCR I
CLASSIFICATION Career Executive Assignment (CEA) A	POSITION NUMBER 538-105-7500-XXX
WORKING TITLE Branch Chief – Watershed and Climate Resiliency	DIVISION/UNIT California Geological Survey/ Watershed and Climate Resiliency
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT M01	CONFLICT OF INTEREST CATEGORY 1

DEPARTMENT STATEMENT: All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission and vision.

GENERAL STATEMENT: Under the direction of the Chief Deputy of Operations and the State Geologist, the Career Executive Assistant A, will function as the Branch Chief over programs in the Division's Sacramento Headquarters Office. The incumbent will have direct program management responsibility of the Division's Statewide Programs which include but are not limited to Forest and Watershed Geology, Mineral Resources, Geologic and Landslide Mapping, and Wildfire Resiliency. The incumbent will serve as the chief over these statewide program activities and have charge of developing work plans, goals, performance metrics, resources, and objectives. Duties include, but are not limited to:

A. SPECIFIC ACTIVITIES: ESSENTIAL / MARGINAL FUNCTIONS

- **ESSENTIAL FUNCTIONS**

25% Branch Management

Formulate/Revise and implement statewide policies in support of achieving the Division's mission to protect public health and safety, environmental quality, and the business interests of the people of California. Ensure statewide consistency in all programs implementation. Establish standard operating policies and procedures for program planning, organization coordination and control, and fiscal management. Prepare summaries and executive reports on program successes and actions needed to meet the mandates of the of the divisions. Ensure each program follows appropriate conservation policies and practices. Consult with, provide advice, and respond to management, staff, public, other government agencies, and industry regarding geology, climate management, and other geologic issues, problems, and solutions.

25% Program Research and Partnerships

Apply the statutes, rules, regulations, and laws related to the California Geological Survey to ensure each program's mandates are followed to ensure a safe, healthy, and the economic viability of California. Develop and implement variety of analytical and technological research techniques to resolve complex geologic and climate problems. Review draft legislation and regulations and make suggestions when necessary to ensure drafts are concise and well written. Inform the Chief Deputy and the State Geologist on recommended changes to existing legislation and business processes. Develop partnerships with internal and external stakeholder to include other Agencies, Departments, local jurisdictions, and emergency managers to promote the Survey's programs and products. When necessary, contact with the media during wildfire and other geologic disasters and emergencies to communicate critical messages.

20% Support Consultant

Collaborate with the Chief Deputy and the State Geologist in the formulation and dissemination of Statewide Programs, standards, and controls. Utilize technical expertise to provide consultative services and advice to upper management on the feasibility, impact, or potential of a variety of operations, projects, or proposals. Prepare and Develop program objectives and key performance indicators of each of the subordinate programs and using that information to promote projects and products to our partners.

15% Personnel Management

Plan, organize, direct, and evaluate the work and performance of statewide program management, specific to engineering and geology. This includes but is not limited to the following: Ensure staff has a safe team-oriented environment that is free of unprofessional behavior. Ensure staff is motivated to increase their professional abilities. Ensure staff has access to training opportunities. Ensure personnel fairly enforce pertinent sections of the Public Resources Code and Code Regulations. Monitor, evaluate, and create written performance appraisals of staff. Monitor, evaluate, and prepare written performance appraisals of senior personnel. Counsel staff and initiate disciplinary actions as necessary. Recruit, hire, train, develop, and provide leadership to staff. Comply with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development and management. Identify appropriate long-range plans, goals to address succession planning, and knowledge transfer.

- **MARGINAL FUNCTIONS**

10% Division Representative

Speak on behalf of the Division at governmental work groups, public outreach forums, interagency task forces, and the meetings with the scientific community and the public. Coordinate with other departments, agencies, or public interest groups to communicate complex scientific activities.

5% Administrative

Performs administrative duties including, but not limited to: adheres to Department policies, rules, and procedures; submits administrative requests including leave, overtime (if applicable), travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits timesheets by the due date.

B. SUPERVISION RECEIVED

Under the direction of the Chief Deputy of Operations and indirectly from the State Geologist.

C. SUPERVISION EXERCISED

Directly supervises Supervising Engineering Geologists and at times Senior Engineering Geologists.

D. ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS

The incumbent performs the full range of supervisory and management duties, including, but not limited to: interpretation and adherence to policies, rules, laws, regulations, and bargaining unit contracts. Provide direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; review work and evaluate performance of staff by providing regular feedback and completing timely probationary reports, annual performance appraisals, and individual development plans; monitor employee performance and, if necessary, utilize progressive discipline principles and procedures; Complete personnel documentation and utilize the competitive hiring process; and approve or deny administrative requests including leave, overtime, travel, and training.

E. PERSONAL CONTACTS

The incumbent routinely meets with high-level government and industry personnel, local government entities, non-governmental organizations, and other stakeholders. Will meet regularly with the Department of Water Resources, the Governor's Office of Emergency Services, Department of Transportation, Department of Public Health, Department of Forestry and Fire Protection as well as the U.S. Geological Survey staff members pertaining to complex geological programs as they relate to our Watershed and Climate Resiliency programs. May be required to make public presentations at a variety of government and public meetings.

F. ACTIONS AND CONSEQUENCES

The duties of this position are such that there can be critical consequences to the Division, other agencies, Division personnel, the public and the environment for any inefficiency, error, or omission in supervision, duty, or decision by the incumbent. Described below is the nature of the consequences for inadequate job performance:

- Loss of time and inconvenience to the State, or persons due to any inefficiency, failure to act, error or omission by the incumbent. These errors can affect money, equipment, and health/safety issues that can have critical losses, to the extent of greater cost, injury, loss of life and property contamination and other environmental losses.
- Any error or omission can have repercussions that extend beyond the work performed to affect other personnel, agencies, the public and the environment.
- The severity of any loss to the State, Division personnel, public and the environment can vary from low, to critical depending on the type and duration of the improper action of the incumbent. Critical consequences could result in great loss of life and unrecoverable environmental damage that could result in additional monetary and/or other liability to the State and/or incumbent.

G. WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- **ESSENTIAL**
 - Sitting at a desk, in a chair, and in front of a computer screen(s).
 - Moving/walking about the office and standing or sitting during in meetings.

- Using a multi-line telephone console, a cordless telephone with/without headset, or smart cell phone.
 - Bending (neck and waist), squat, kneel, and twist (neck and waist).
 - Performing repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.
 - Reaching (above and below shoulder level).
 - Traveling via private or public transportation (i.e., driving automobile, airplane, etc.) including overnight travel inside and outside of California may be required.
 - Lifting and carrying up to 20 pounds.
- **MARGINAL**
 - Working around equipment and machinery.
 - Walking on uneven ground.
 - Exposure to excessive noise.
 - Exposure to dust, gas, fumes, or chemicals.
 - Using special visual or auditory protective equipment.
 - Traveling on and off road, day, and night, and sometimes in inclement weather, to both onshore and offshore work locations.
 - Standing for prolonged periods may be necessary to witness certain tests.
 - Climbing various sizes of ladders, over rocks, and pipes.
 - Lifting and carrying up to 20 pounds.
 - Reaching (above and below shoulder level).

H. OTHER INFORMATION

The incumbent must possess the following skills/abilities in order to perform the essential functions of the position.

- Excellent written and oral communication skills.
- Experience on government environmental programs that have high public visibility.
- Extensive experience in developing and implementing programs, including using methodologies and processes to manage initiatives in a diverse and changing program.
- Ability to exercise good judgment and make timely and effective decisions.
- Ability to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks.
- Multi-task and manage several initiatives concurrently.
- Constantly re-prioritize work based on severity of issues and impact of solution.
- Ability to maintain a high level of confidentiality in performing these tasks.
- Knowledge of the project management concepts, principles, practices, and processes.
- Experience managing resources, including staff and contractors.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. If you believe reasonable accommodation is necessary, discuss your concerns with your supervisor.

Employee Signature

Employee Printed Name

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Supervisor Printed Name

Date